G-1 Adjutant

I-I Orientation
October 2012

Topic Overview

- Special Interest Inquiries
- Awards
- Postal
- Voting
- Casualty Assistance
- Military Funeral Honors

Special Interest Inquiries

- Specifically address questions posed to, or by, the Office of Legislative Affairs for Congress

- Responses must be complete, accurate, and timely

- Vetted through the Adjutant with

Special Interest Inquiries

- **Special Interest Inquires**
  - Total Inquiries for CY 09: 60
  - Total Inquiries for CY 10: 119
  - Total Inquiries for CY 11: 76
  - Total Inquires for CY 12: 46 (As of 1 Jul 12)
- **Top 5 issues:**
  - Missing/incorrect separation documents
  - Reserve Obligor Inter-service Transfer Requests
  - Awards
  - Medical Issues
  - Pay concerns

Awards

- **Awarding authorities/Submission deadlines prior to ceremony**
  - LOM and above: CMC/SECNAV/DoD (120 Days)
  - LOM (Ret) and below: COMMARFORRES (30 Days)
  - MSM and below (Including NMCCM): MSC CG's (30 Days)
  - NMCAM: Cos and other officers assigned as Special Courts-Martial Convening Authorities (30 Days)

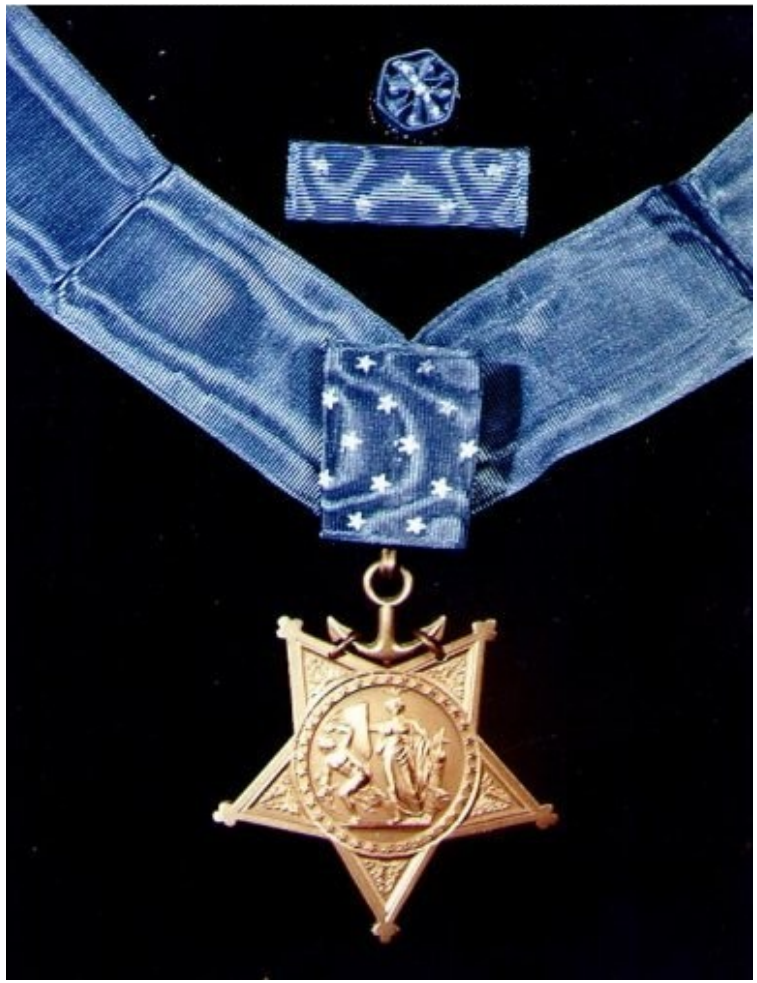
- **Timelines for processing**
  - HQMC and higher: Avg 60 Days (90 in summer months)
  - MARFORRES: 2-3 weeks
  - MSC: Approx 30 days

Ref: SECNAVINST 1650.1H
MCO 1650.9J
ForO 1650.9A

Awards

- **Recognition upon retirement, PCS, or specific impact (less than 12 months)**
- **Common Challenges**
  - Overlapping dates
  - Poorly written
  - Late Submissions
- **Special Category Awards**
  - Great opportunity to recognize

    Marines and units
  - MSC provided monthly summary
  - Moving target annually



Ref: ForBul

Postal

- **Postal**
  - USPS/Pitney Bowes is the primary means of shipping within MARFORRES
  - **Postage Stamps Not Authorized**

  - FedEx; MARFORRES 021141Z MAY 07 authorized the use of the government purchase card to create, manage, and maintain approved commercial express carrier accounts for administrative small package

Voting

- Voting reports
  - Quarterly requirement during an election year, annual requirement otherwise. The MSC/Force Units Monthly reports due to MFR on 13th of January, April, July and October. Annual reports due January 13th.
  - Refer to MSC Unit Voting Assistance Officer (UVAO) for submission deadlines and details.
- Federal Post Card Applications (FPCA) must be on hand for Marines who reside outside of their state of residence.
  - FPCAs and other voting supplies can be ordered by visiting the M&RA voting website.
- Every UVAO will have a copy of the Voting Assistance guide (also available at the M&RA voting website) be assigned in writing, and be registered in the USMC Voting Officer database.

https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MF/PERSONNE

Casualty Assistance

- HQMC, Casualty Branch (MRPC) assigns Casualty Assistance Calls Officer (CACO) duties directly
  - MRPC serves as the primary resource during the execution of all phases of CACO duties
  - The MARFORRES Casualty Assistance Officer serves as an additional resource
- Imperative that I-Is make liaison with area chaplains and local supporting agencies at the earliest opportunity
  - The MARFORRES Chaplain's Office can provide contact

Casualty Assistance

- CACO training is generally provided three times per year regionally and is required for all SNCO and officers
  - The intent of regional CACO training is to facilitate peer networking and interface with the agencies that support the casualty assistance process
  - CACO Online Training is a supplemental tool and should only be used in cases where someone missed a seminar: *https://kuwait.manpower.usmc.mil/mrpc/index.html*
  - Ref: MCO 3040.4

Military Funeral Honors (MFH)

- HQMC, Funeral Honors Section tasks units directly based on proximity of the unit to the funeral service
  - At least two members of the funeral honors detail shall be members of the Armed Forces, at least one of who shall be a member of the Armed Force of which the veteran was a member
  - The remainder of the detail may consist of members of the Armed Forces or members of veterans' organizations or other organizations approved under regulations prescribed by the SECDEF

Military Funeral Honors (MFH)

- Plan your budget accordingly
  - How many funerals do you do?
- Things to consider:
  - ADOS should not be used as the easy solution
  - ADOS is limited and funeral demands are growing
  - Non-local Marine rates per diem and the amount of one drill
  - Who lives locally? (i.e. college students)
  - Funeral Honors Drills
  - I-I Staff availability

Military Funeral Honors (MFH)

Missed Funerals:

- Missed funerals have a far reaching negative impact; COMMARFORRES and MSC Chiefs of Staff notified

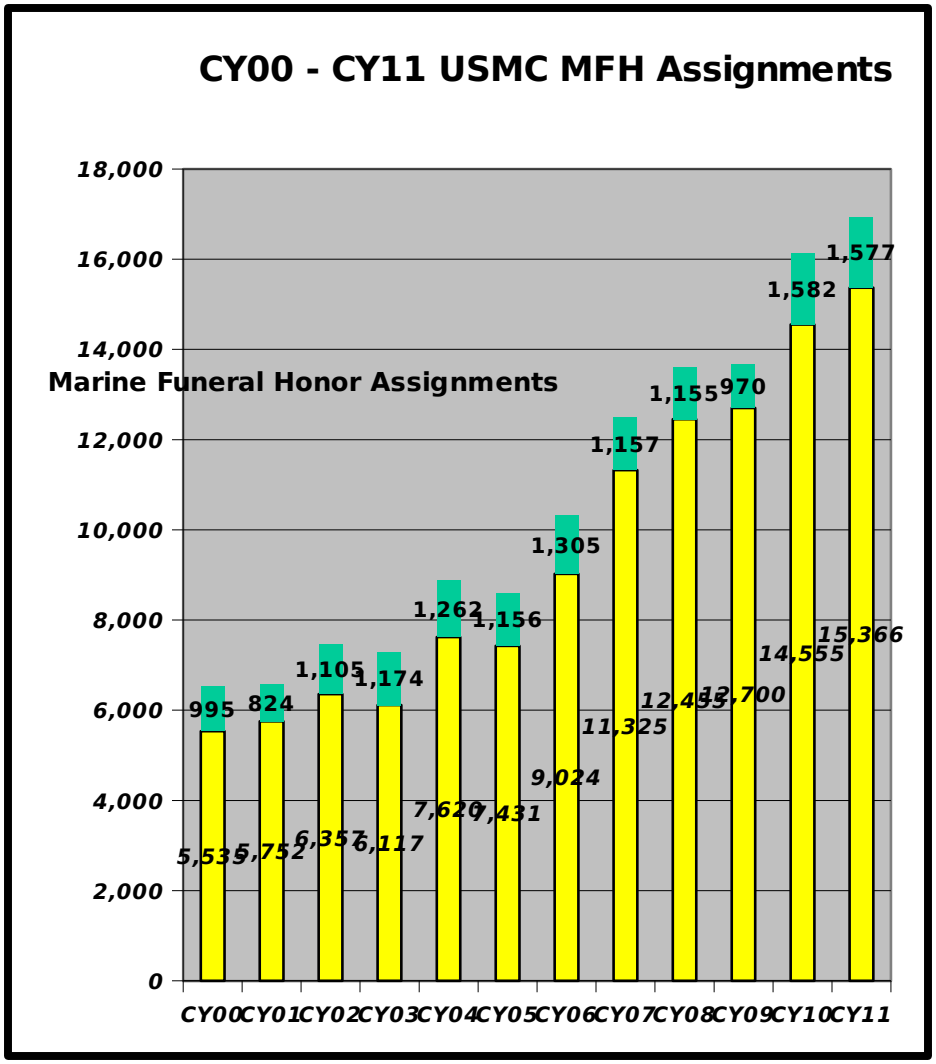
- Missed funeral is defined as any funeral that is not completed in it's entirety
  - Could be due to failure to present the flag and/or playing of Taps or a detail arrived late or failed to show up at the funeral

- Apology Letter (completed within 72 hours), Funeral Honors Checklist and Missed Funeral Honors Report will be submitted for EVERY missed funeral and signed by the I-I/Site Commander, and require an endorsement from each level in the chain of command

Military Funeral Honors (MFH)

- Way Ahead:
  - Follow the Funeral Honors Checklist; it meets the minimum requirements, if necessary do more than what is on the checklist in order to accomplish your mission
  - Establish communication with other area units, and establish Memorandums of Agreement (MOA), if necessary
    - MOA is an agreement between two I-I's that one will cover an MFH for the other. The MOA is sent to HQMC and will be honored by HQMC
  - Assign a SNCOIC or an NCOIC for each detail

Military Funeral Honors (MFH)



BLUF: MFH assigned to MARFORRES units are projected to continue to increase. Be prepared.

Since CY00, MFH assigned to MARFORRES units have increased steadily each year.

VA veteran death projections have stabilized, and are forecasted to slowly decrease over the next 15 calendar years.

However, as veteran deaths have stabilized, and slightly decreased in recent years, MARFORRES MFH assignments have continued to increase.

ADOS PID G (Funeral Honors) for each FY is distributed proportional to the previous year MFH assignments

Adjutant Points of Contact

- **MARFORRES Adjutant and Casualty Officer:**
  - **Maj Melvin Ferdinand**
  - **504-697-7185**
  - **melvin.ferdinand@usmc.mil**

- **MARFORRES Adjutant Chief:**
  - **GySgt Benjamin McAllister**
  - **504-697-7254**
  - **benjamin.mcallister@usmc.mil**

Force Directives and Policy Letters:
www.mfr.usmc.mil/hq/G1/Adjutant/ForceOrders

QUESTIONS?